



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 22 CS/SCXPB (Ms. Sharon Kirsch)

Certified by: 22 CS/CC  
(Lt Col Ronald C. Cournoyer)

Supersedes MAFBI 33-360v1,  
15 November 2000

Pages: 6  
Distribution: F

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**AFI 33-360 Vol 1, 30 January 2004, is supplemented as follows:** This supplement covers policies and procedures for preparing, reviewing, and approving McConnell Air Force Base publications. The information in this instruction was prepared for use by individuals whose responsibility it is to prepare new or revised publications.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Mandates 22 ARW/CC or 22 ARW/CV as final approval authority. Adds coordination.

1.4.1. (Added) **Planning Guidance.** Although this instruction highlights the most significant points of preparing a publication, it is highly recommended that OPRs also familiarize themselves with the reference cited below. Each organization should have access; however, if you cannot access these publications in your work area, you may visit the Publishing Office, located in Building 1120, Room 118, or call extension 4296, to view the on-line version.

1.13.18. (Added) Type coordination draft.

1.13.19. (Added) Determine type of distribution ("F" or "X").

1.13.20. (Added) Accomplish and complete sections I and II of AF IMT 673, Request to Issue Publications.

1.13.21. (Added) Send coordination draft to all agencies listed in section 2 of AF IMT 673.

1.13.22. (Added) Consolidate all coordination packages when returned.

1.13.23. (Added) Update draft in response to inputs received from coordination. All concerns must be resolved before sending draft to Publications Management for final processing.

1.13.24. (Added) Obtain certifying authority's signature in block 18 and the approving authority's signature in block 21 of AF IMT 673.

1.13.25. (Added) The certifying authority must be a squadron commander or higher. The approving authority must be the wing commander. The approving authority does not sign the actual publication.

1.13.26. (Added) Make any changes the approving authority directs.

1.13.27. (Added) The AMC Publications Checklist located at <https://private.amc.af.mil/pubs/hqamc.htm/pubcklst1.pdf> should also be used as additional guidance.

3.11.1. (Added) **Publication Title.** The following is an example of a properly formatted title for a publication, with 6pt size spacing between each line, and a line break after the Pages/Distribution statement:

MCCONNELLAFBI33-360V1  
BY ORDER OF THE COMMANDER  
MCCONNELL AIR FORCE BASE INSTRUCTION 33-360 VOLUME 1  
15 MAY 2004  
Communications and Information  
AIR FORCE CONTENT MANAGEMENT PROGRAM-PUBLICATIONS  
OPR: 22 CS/SCX (Ms. Jane Doe)  
Certified by: 22 CS/CC (Lt Col John Doe)  
Supersedes MCCONNELLAFBI33-360V1, 15 November 2000  
Pages: 9/Distribution: F

3.11.2. (Added) **Supplement Title.** The following is an example of a properly formatted title for a supplement, with 6pt size spacing between each line, and a line break following the certified statement:

AFI 33-360V1\_MCCONNELLAFBSUP1  
BY ORDER OF THE COMMANDER  
AIR FORCE INSTRUCTION 33-360 VOLUME 1  
MCCONNELL AIR FORCE BASE  
1  
15 MAY 2004  
Communications and Information  
AIR FORCE CONTENT MANAGEMENT PROGRAM-PUBLICATIONS  
OPR: 22 CS/SCX (Ms. Jane Doe)  
Certified by: 22 CS/CC (Lt Col John Doe)  
Supersedes AFI 33-360V1, MAFBS1, 15 November 2000  
Pages: 2/Distribution: F

3.13.1. (Added) **Material to Submit to 22 CS/SCXPB.** Publications sent via e-mail will not be processed until hard copies of the AF IMT 673 and coordination documents have been received by the Publications Office. The following items will be submitted:

3.13.1.1. (Added) A 3.5" disk, zip disk, or CD-ROM containing the draft publication in Microsoft Word format.

3.13.1.2. (Added) A paper copy of the final draft publication.

3.13.1.3. (Added) Original AF IMT 673, with certifying and approval authority signatures.

3.13.1.4. (Added) All original coordination documents (Publication must be fully coordinated to all agencies listed on AF IMT 673 prior to submittal to 22 CS/SCXPB).

3.76. (Added) All publications and supplements will be checked against the current AMC processing checklists and templates as posted on the Base Publishing Intranet site.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

**PD**—Policy Directive: Content limited to policy statements to initiate, govern, or regulate actions of conduct by Air Force activities. Contains key terms, responsibilities and authority, and policy interfaces. As a goal, the length is 2 type set pages. PDs may not be supplemented.

**OI**—Operating Instruction: Operating Instruction (OI): OIs assign responsibilities, direct actions, and prescribe procedures for a specific organization. OIs follow the same format as departmental-level publications, and may be supplemented.

**SUP**—Supplement: Adds to material in higher headquarters publications. Issue supplements rather than separate publications to avoid extensive duplication. However, a separate publication should be issued instead of a supplement if higher headquarters has not issued a publication that covers related material, or if the format, purpose, size or content of a publication makes it unsuitable for supplements. Each supplement bears the number of the parent publication.

**Attachment 14 (Added)****ADDITIONAL COORDINATION AGENCIES**

**A14.1. (Added) Coordination.** If the publication contains any of the following issues, coordinate with the applicable office:

Mail addresses/functional addresses	22 CS/SCXI
Mail class of service	22 CS/SCXI
IMTs	22 CS/SCXPB
Marked "For Official Use Only"	22 ARW/JA 22 CS/SCX
Copyrighted material	22 ARW/JA
Punitive notification in purpose statement	22 ARW/JA
Manpower issues	22 ARW/MQ
Budget policy/responsibilities, additional funding	22 ARW/FM
Security issues	22 SFS/CC
Environmental issues/handling hazardous materials	22 AMDS/SGPB 22 ARW/JA
Military personnel records/most personnel matters	22 MSS/DPM
Communications-Computer Systems	22 CS/CC
Civilian personnel matters	22 MSS/DPC
Affects morale, welfare, recreation & services	22 SVS/CC
Military health affairs	22 MDG/CC
Equal opportunity and treatment	22 ARW/ME
Military installation & real property facilities	22 CES/CC
Specifically directs actions of the AFRES and ANG <b>See Note below.</b>	KAFRESC KANG/CC
Force Protection Issues	22 ARW/ATA 22 SFS/CC
Arms Control & Treaty Compliance issues	22 ARW/CCT

**NOTE:** Specifically directs actions of the AFRES and ANG does not apply if the publication directs generalized duties, pertains to the AFRES being directed to provide flying schedule inputs to another office on base, or directs the ANG to provide a service for itself that the 22 ARW will not support.

**A14.2. (Added) Approving Officials for Base Publications.** Approving authorities are either the 22 ARW/CC or 22 ARW/CV.

**A14.3. (Added) Punitive Publications.** Publications that place requirements upon or direct a person, and violation of such makes the person subject to punitive actions under Article 92 of the UCMJ. Other

articles of the Uniform Code of Military Justice must be approved by the wing commander personally, this approval cannot be delegated.

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